

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: September 9, 2004

PAYROLL LETTER #04-013
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **DISABILITY SUPPLEMENTATION AND THE PERSONAL LEAVE PROGRAM (PLP)**

This letter provides five disability worksheets and related examples to assist agencies in computing Industrial Disability Leave (IDL) and Non-Industrial Disability Insurance (NDI) supplementation amounts, when an employee works during the disability period and receives regular pay that is subject to the PLP. The five worksheets are:

- IDL Worksheet #1-Regular Pay & 2/3's IDL in Same Pay Period
- IDL Worksheet #2-Regular Pay, Full & 2/3's IDL in Same Pay Period with Full Supplementation
- NDI Worksheet #1-ENDI Benefits Only-No Supplementation
- NDI Worksheet #2-Regular Pay & NDI with 100% Supplementation During the Disability Period
- NDI Worksheet #3-Regular Pay & NDI with 75% Supplementation During the Disability Period

IDL Worksheet #1-Regular Pay & 2/3's IDL in Same Pay Period

Attachment 'A' provides the IDL Worksheet #1. By following Steps 1 through 9, agencies will determine the supplementation gross and the total number of supplementation hours required for full supplementation. Please refer to Payroll Procedures Manual section L 002 (IDL Supplementation Calculator Exceptions) before completing the IDL Worksheet #1. For an example of how to complete the IDL Worksheet #1, please refer to Example 'A', which follows Attachment 'A'.

IDL Worksheet #2-Regular Pay, Full & 2/3's IDL in Same Pay Period with Full Supplementation

Attachment 'B' provides the IDL Worksheet #2. By following steps 1 through 10, agencies will determine the supplementation gross and the total number of supplementation hours required for full supplementation. Please refer to Payroll Procedures Manual section L 002 (IDL Supplementation Calculator Exceptions) before completing the IDL Worksheet #2. For an example of how to complete the IDL Worksheet #2, please refer to Example 'B', which follows Attachment 'B'.

NDI Worksheet #1-ENDI Benefits Only-No Supplementation

Attachment 'C' provides the NDI Worksheet #1 for determining the Enhanced Non-Industrial Disability Insurance (ENDI) gross amount for the disability period. Completion of the NDI Worksheet #1 is required prior to completing NDI Worksheets #2 or #3, as these worksheets require the ENDI gross amount. For an example of how to complete the NDI Worksheet #1, please refer to Example 'C', which follows Attachment 'C'.

NDI Worksheet #2-Regular Pay & NDI with 100% Supplementation During the Disability Period

Attachment 'D' provides the NDI Worksheet #2 for 100% supplementation. By following Steps 1 through 6, agencies will determine the supplementation gross and the total number of supplementation hours required for 100% supplementation. For an example of how to complete the NDI Worksheet #2, please refer to Example 'D', which follows Attachment 'D'.

NDI Worksheet #3-Regular Pay & NDI with 75% Supplementation During the Disability Period

Attachment 'E' provides the NDI Worksheet #3 for 75% supplementation. By following Steps 1 through 7, agencies will determine the supplementation gross and the total number of hours required for 75% supplementation. For an example of how to complete the NDI Worksheet #3, please refer to Example 'E', which follows Attachment 'E'.

Should you have questions, please contact the Disability Telephone Liaison Unit at (916) 322-3619.

JRH:bh:pmab

IDL WORKSHEET #1
REGULAR PAY & 2/3's IDL IN THE SAME PAY PERIOD
 (Refer to PPM Section L 002 - IDLS Calculator Exceptions Before Completing the IDL Worksheet)

Pay Period: _____ Number of Hours in Pay Period (168 or 176): _____ Unreduced Salary: _____

Reduced PLP Salary: _____ # of IDL Work Hours Approved: _____ # of Regular Hours Worked: _____

Allow five places to the right of the decimal.

STEP 1: Enter the **Reduced PLP Salary** amount and divide by the **Number of Hours in Pay Period**. Multiply the result (Hourly Salary Rate) by the **Number of Regular Hours Worked** to determine the Regular Pay Gross.

$$\frac{\text{Reduced PLP Salary}}{\text{\# of Hours in P.P.}} = \text{Hourly Salary Rate} \times \text{\# of Regular Hours Worked} = \text{Regular Pay Gross}$$

STEP 2: Enter the **Unreduced Salary** amount and divide by the **Number of Hours in Pay Period**. Multiply the result (Hourly Salary Rate) by the **Number of IDL Work Hours Approved** to determine the IDL Gross amount.

$$\frac{\text{Unreduced Salary}}{\text{\# of Hours in P.P.}} = \text{Hourly Salary Rate} \times \text{\# of IDL Work Hours Approved} = \text{IDL Gross}$$

STEP 3: Enter the Regular Pay Gross from Step 1 and add the IDL Gross from Step 2. This equals the new Maximum Gross for the Pay Period.

$$\text{Regular Pay Gross} + \text{IDL Gross} = \text{Maximum Gross for the Pay Period}$$

STEP 4: Access the IDLS Calculator. Enter the new Maximum Gross for Pay Period from Step 3 as the Salary Rate and complete the rest of the fields, then press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #1**. Press the PF3 key to return to the IDLS Calculator screen.

STEP 5: Changing only the **Salary Rate** field on IDLS Calculator screen, enter the **Reduced PLP Salary** and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #2**. Press the PF3 key to return to the IDLS Calculator screen.

STEP 6: Changing only the **Salary Rate** field on the IDLS Calculator screen, enter the **Unreduced Salary** and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #3**.

STEP 7: Enter the Gross Full Net amount shown on **Screen #1** and subtract the Gross Regular Net shown on Screen #2, then subtract the Gross IDL 2/3 Net shown on **Screen #3**. This equals the Supplementation Gross Net amount.

$$\begin{array}{r} \text{_____} \\ \text{Gross Full Net} \\ \text{(Screen \#1)} \end{array} - \begin{array}{r} \text{_____} \\ \text{Gross Regular Net} \\ \text{(Screen \#2)} \end{array} - \begin{array}{r} \text{_____} \\ \text{Gross IDL 2/3 Net} \\ \text{(Screen \#3)} \end{array} = \begin{array}{r} \text{_____} \\ \text{Supplementation Gross Net} \end{array}$$

STEP 8: Enter the Supplementation Gross Net amount from Step 7 and divide by the Withholding Factor shown on **Screen #3** to determine the Full Supplementation Gross amount.

$$\begin{array}{r} \text{_____} \\ \text{Supplementation Gross Net} \end{array} \div \begin{array}{r} \text{_____} \\ \text{Withholding Factor} \end{array} = \begin{array}{r} \text{_____} \\ \text{Full Supplementation Gross} \end{array}$$

STEP 9:

Enter the Full Supplementation Gross amount from Step 8 and divide by the Hourly Rate Used For Calculation shown on **Screen #3** to determine the Leave Credits Required for Full Supplementation. Round to a full hour increment.

$$\begin{array}{r} \text{_____} \\ \text{Full Supplementation Gross} \end{array} \div \begin{array}{r} \text{_____} \\ \text{Hourly Rate Used for} \\ \text{Calculation (Screen \#3)} \end{array} = \begin{array}{r} \text{_____} \\ \text{Leave Credits Required} \\ \text{for Full Supplementation} \end{array} \text{ round to } \begin{array}{r} \text{_____} \\ \text{Full Hours} \end{array}$$

EXAMPLE A
IDL WORKSHEET #1
REGULAR PAY & 2/3's IDL IN THE SAME PAY PERIOD
(Refer to PPM Section L 002 - IDLS Calculator Exceptions Before Completing the IDL Worksheet)

Pay Period: 01/04 Number of Hours in Pay Period (168 or 176): 176 Unreduced Salary: \$4155.00

Reduced PLP Salary: \$3957.64 # of IDL Work Hours Approved: 96 # of Regular Hours Worked: 80

Allow five places to the right of the decimal.

STEP 1: Enter the **Reduced PLP Salary** amount and divide by the **Number of Hours in Pay Period**. Multiply the result (Hourly Salary Rate) by the **Number of Regular Hours Worked** to determine the Regular Pay Gross.

$$\begin{array}{ccccccc} \underline{\$3957.64} & \div & \underline{176} & = & \underline{\$22.48659} & \times & \underline{80} & = & \underline{\$1798.93} \\ \text{Reduced PLP} & & \text{\# of Hours in P.P.} & & \text{Hourly Salary Rate} & & \text{\# of Regular Hours} & & \text{Regular Pay Gross} \\ \text{Salary} & & & & & & \text{Worked} & & \end{array}$$

STEP 2: Enter the **Unreduced Salary** amount and divide by the **Number of Hours in Pay Period**. Multiply the result (Hourly Salary Rate) by the **Number of IDL Work Hours Approved** to determine the IDL Gross amount.

$$\begin{array}{ccccccc} \underline{\$4155.00} & \div & \underline{176} & = & \underline{\$23.60795} & \times & \underline{96} & = & \underline{\$2266.36} \\ \text{Unreduced Salary} & & \text{\# of Hours in P.P.} & & \text{Hourly Salary Rate} & & \text{\# of IDL Work Hours} & & \text{IDL Gross} \\ & & & & & & \text{Approved} & & \end{array}$$

STEP 3: Enter the Regular Pay Gross from Step 1 and add the IDL Gross from Step 2. This equals the new Maximum Gross for the Pay Period.

$$\begin{array}{ccccc} \underline{\$1798.93} & + & \underline{\$2266.36} & = & \underline{\$4065.29} \\ \text{Regular Pay Gross} & & \text{IDL Gross} & & \text{Maximum Gross for the Pay Period} \end{array}$$

STEP 4: Access the IDLS Calculator. Enter the new Maximum Gross for Pay Period from Step 3 as the Salary Rate and complete the rest of the fields, then press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #1**. Press the PF3 key to return to the IDLS Calculator screen.

STEP 5: Changing only the **Salary Rate** field on IDLS Calculator screen, enter the **Reduced PLP Salary** and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #2**. Press the PF3 key to return to the IDLS Calculator screen.

STEP 6: Changing only the **Salary Rate** field on the IDLS Calculator screen, enter the **Unreduced Salary** and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #3**.

STEP 7: Enter the Gross Full Net amount shown on **Screen #1** and subtract the Gross Regular Net shown on Screen #2, then subtract the Gross IDL 2/3 Net shown on **Screen #3**. This equals the Supplementation Gross Net amount.

$$\begin{array}{rclcl}
 \underline{\$3109.50} & - & \underline{\$1514.89} & - & \underline{\$1510.91} & = & \underline{\$83.70} \\
 \text{Gross Full Net} & & \text{Gross Regular Net} & & \text{Gross IDL 2/3 Net} & & \text{Supplementation Gross Net} \\
 \text{(Screen \#1)} & & \text{(Screen \#2)} & & \text{(Screen \#3)} & &
 \end{array}$$

STEP 8: Enter the Supplementation Gross Net amount from Step 7 and divide by the Withholding Factor shown on **Screen #3** to determine the Full Supplementation Gross amount.

$$\begin{array}{rcl}
 \underline{\$83.70} & \div & \underline{.6135} & = & \underline{\$136.43} \\
 \text{Supplementation Gross Net} & & \text{Withholding Factor} & & \text{Full Supplementation Gross}
 \end{array}$$

STEP 9:

Enter the Full Supplementation Gross amount from Step 8 and divide by the Hourly Rate Used For Calculation shown on **Screen #3** to determine the Leave Credits Required for Full Supplementation. Round to a full hour increment.

$$\begin{array}{rclcl}
 \underline{\$136.43} & \div & \underline{\$23.60795} & = & \underline{\$5.77898} \text{ round to } \underline{6} \\
 \text{Full Supplementation Gross} & & \text{Hourly Rate Used for} & & \text{Leave Credits Required} & & \text{Full Hours} \\
 & & \text{Calculation (Screen \#3)} & & \text{for Full Supplementation} & &
 \end{array}$$

ISCF010

IDL SUPPLEMENTATION CALCULATOR
EMPLOYEE INFORMATION

03/18/04
14:31:19

SALARY INFORMATION

SALARY RATE	: 4065.29	SALARY PER (M OR H)	: M
PAY FREQUENCY (M, S OR B)	: M	DAYS IN PAY PERIOD	: 22

RETIREMENT/SOC SEC INFORMATIUON

RETIREMENT ACCOUNT CODE	: 24	PAY PERIOD	: 01 / 2004
APPLY EXCLUSION AMT (Y/N)	:		(MM CCYY)
(FOR SEMIMONTHLY ONLY)			

FEDERAL/STATE TAX INFORMATION

FEDERAL FILING STATUS	: M	TOTAL FED EXEMPTIONS	: 0
STATE FILING STATUS	: S	REG STATE ALLOWANCES	: 0
ADD'TNL STATE ALLOWANCES	:	TAX MONTH AND YEAR	: 02 / 2004
			(MM CCYY)

TIME FOR:	DAYS	HOURS
REGULAR PAY	: 10	
IDL FULL PAY	:	
IDL 2/3 PAY	: 12	

COMMAND => CALCULATE=ENTER REFRESH=PF4 PRINT=PF12 EXIT=CLEAR

Page: 1

Document Name:

Untitled

SCREEN #1 (STEP 4)

ISCF020		IDL SUPPLEMENTATION CALCULATOR			03/18/04
PDPD		CALCULATED INFORMATION			14:32:11
	FULL NET	REGULAR	IDL FULL	IDL 2/3	
GROSS	4065.29	1847.86		1478.29	
RETIREMENT					
SOCIAL SECURITY	252.05	114.57			
MEDICARE	58.95	26.79			
FEDERAL TAX	450.21	118.12			
STATE TAX	194.58	35.16			
GROSS NET	3109.50	1553.22		1478.29	
HOURLY RATE USED FOR CALCULATION:		23.09824			
SUPPLEMENTATION GROSS NET:		77.99	DIVIDED BY	.6135	= 127.12
GROSS FOR FULL SUPPLEMENTATION		127.12			
LEAVE CREDIT HOURS REQUIRED FOR FULL SUPPLEMENTATION:				6.00	
COMMAND =>	LAST=PF3	PRINT=PF12	EXIT=CLEAR		

ISCF010

IDL SUPPLEMENTATION CALCULATOR
EMPLOYEE INFORMATION

03/18/04

14:31:19

SALARY INFORMATION

SALARY RATE : 3957.64
 PAY FREQUENCY (M, S OR B) : M

SALARY PER (M OR H) : M
 DAYS IN PAY PERIOD : 22

RETIREMENT/SOC SEC INFORMATIUON

RETIREMENT ACCOUNT CODE : 24
 APPLY EXCLUSION AMT (Y/N) :
 (FOR SEMIMONTHLY ONLY)

PAY PERIOD : 01 / 2004
 (MM CCYY)

FEDERAL/STATE TAX INFORMATION

FEDERAL FILING STATUS : M
 STATE FILING STATUS : S
 ADD'TNL STATE ALLOWANCES :

TOTAL FED EXEMPTIONS : 0
 REG STATE ALLOWANCES : 0
 TAX MONTH AND YEAR : 02 / 2004
 (MM CCYY)

(MM CCYY TIME FOR:

DAYS

HOURS

REGULAR PAY : 10
 IDL FULL PAY :
 IDL 2/3 PAY : 12

COMMAND => CALCULATE=ENTER REFRESH=PF4 PRINT=PF12 EXIT=CLEAR

Page: 1

Document Name:

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SCREEN #2 (STEP 5)

ISCF020	IDL SUPPLEMENTATION CALCULATOR			03/18/04
PDPD	CALCULATED INFORMATION			14:32:11
	FULL NET	REGULAR	IDL FULL	IDL 2/3
GROSS	3957.64	1798.93		1439.14
RETIREMENT				
SOCIAL SECURITY	245.37	111.53		
MEDICARE	57.39	26.08		
FEDERAL TAX	434.06	113.23		
STATE TAX	184.57	33.20		
GROSS NET	3036.25	1514.89		1439.14
HOURLY RATE USED FOR CALCULATION:	22.48659			
SUPPLEMENTATION GROSS NET:	82.22	DIVIDED BY	.6135	= 134.02
GROSS FOR FULL SUPPLEMENTATION	134.02			
LEAVE CREDIT HOURS REQUIRED FOR FULL SUPPLEMENTATION:	6.00			
COMMAND =>	LAST=PF3	PRINT=PF12	EXIT=CLEAR	

ISCF010

IDL SUPPLEMENTATION CALCULATOR
EMPLOYEE INFORMATION

03/18/04
14:31:19

SALARY INFORMATION

SALARY RATE	: 4155	SALARY PER (M OR H)	: M
PAY FREQUENCY (M, S OR B)	: M	DAYS IN PAY PERIOD	: 22

RETIREMENT/SOC SEC INFORMATIUON

RETIREMENT ACCOUNT CODE	: 24	PAY PERIOD	: 01 / 2004
APPLY EXCLUSION AMT (Y/N)	:		(MM CCYY)
(FOR SEMIMONTHLY ONLY)			

FEDERAL/STATE TAX INFORMATION

FEDERAL FILING STATUS	: M	TOTAL FED EXEMPTIONS	: 0
STATE FILING STATUS	: S	REG STATE ALLOWANCES	: 0
ADD'TNL STATE ALLOWANCES	:	TAX MONTH AND YEAR	: 02 / 2004
			(MM CCYY)

(MM CCYY TIME FOR:	DAYS	HOURS
REGULAR PAY	: 10	
IDL FULL PAY	:	
IDL 2/3 PAY	: 12	

COMMAND => CALCULATE=ENTER REFRESH=PF4 PRINT=PF12 EXIT=CLEAR

Page: 1

Document Name:

Untitled

SCREEN #3 (STEP 6)

ISCF020	IDL SUPPLEMENTATION CALCULATOR			03/18/04
PDPD	CALCULATED INFORMATION			14:32:11
	FULL NET	REGULAR	IDL FULL	IDL 2/3
GROSS	4155.00	1888.64		1510.91
RETIREMENT				
SOCIAL SECURITY	257.61	117.10		
MEDICARE	60.25	27.39		
FEDERAL TAX	463.67	123.71		
STATE TAX	202.92	36.79		
GROSS NET	3170.55	1583.65		1510.91
HOURLY RATE USED FOR CALCULATION:	23.60795			
SUPPLEMENTATION GROSS NET:	75.99	DIVIDED BY	.6135	= 123.86
GROSS FOR FULL SUPPLEMENTATION	123.86			
LEAVE CREDIT HOURS REQUIRED FOR FULL SUPPLEMENTATION:	5.00			
COMMAND =>	LAST=PF3	PRINT=PF12	EXIT=CLEAR	

IDL WORKSHEET #2

REGULAR PAY, FULL AND 2/3's IDL IN THE SAME PAY PERIOD WITH FULL SUPPLEMENTATION

(Refer to PPM Section L 002 - IDLS Calculator Exceptions Before Completing the IDL Worksheet)

Pay Period: _____ Number of Hours in Pay Period (168 or 176): _____ Unreduced Salary: _____

Reduced Salary: _____ # of Regular Hours Worked: _____ # of Full IDL Hours Approved: _____

of 2/3 IDL Hours Approved: _____

Allow five places to the right of the decimal.

STEP 1 Enter the **Reduced PLP Salary** amount and divide by the **Number of Hours in Pay Period**. Multiply the result (Hourly Salary Rate) by the **Number of Regular Hours Worked** to determine the Regular Pay Gross.

$$\frac{\text{Reduced PLP Salary}}{\text{\# of Hours in P.P.}} = \text{Hourly Salary Rate} \times \text{\# of Regular Hours Worked} = \text{Regular Pay Gross}$$

STEP 2: Enter the **Unreduced Salary** amount and divide by the **Number of Hours in Pay Period**. Multiply the result (Hourly Salary Rate) by the **Number of Full IDL Hours Approved** to determine the Full IDL Gross amount.

$$\frac{\text{Unreduced Salary}}{\text{\# of Hours in P.P.}} = \text{Hourly Salary Rate} \times \text{\# of Full IDL Hours} = \text{Full IDL Gross}$$

STEP 3: Enter the **Unreduced Salary** amount and divide by the **Number of Hours in Pay Period**. Multiply the result (Hourly Salary Rate) by the **Number of 2/3 IDL Hours Approved** to determine the 2/3 IDL Gross amount.

$$\frac{\text{Unreduced Salary}}{\text{\# of Hours in P.P.}} = \text{Hourly Salary Rate} \times \text{\# of 2/3 IDL Hours Approved} = \text{2/3 IDL Gross}$$

STEP 4: Enter the Regular Pay Gross from Step 1 and add the Full IDL Gross from Step 2 and add the 2/3 IDL Gross from Step 3. This equals the new Maximum Gross for the Pay Period.

$$\text{Regular Pay Gross} + \text{Full IDL Gross} + \text{2/3 IDL Gross} = \text{Maximum Gross for the Pay Period}$$

STEP 5: Access the IDLS Calculator. Enter the new Maximum Gross for Pay Period from Step 4 as the Salary Rate and complete the rest of the fields until you get to **TIME FOR:** heading. Combine the total hours for Regular Pay and Full IDL and enter the sum in the **REGULAR PAY** field. Enter the 2/3 IDL hours in the **IDL 2/3 PAY** field, then press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #1**. Press the PF3 key to return to the IDLS Calculator screen.

STEP 6: Add the Regular Pay Gross (Step 1) and the Full IDL Gross (Step 2) to create a False Salary Rate. Multiply the False Salary Rate by the number of hours in the pay period. Divide the product by the combined total of Regular and Full IDL hours. Changing only the **Salary Rate** field on the IDLS Calculator screen, enter the **New False Salary Rate** in the Salary Rate field and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #2**. Press the PF3 key to return to the IDLS Calculator screen.

$$\frac{\text{Reg. Pay Gross}}{\text{Full IDL Gross}} + \frac{\text{Full IDL Gross}}{\text{False Salary Rate}} = \frac{\text{False Salary Rate}}{\text{\# of Hours in PP}} \times \frac{\text{\# of Hours in PP}}{\text{Reg. \& Full IDL Hours}} = \frac{\text{Reg. \& Full IDL Hours}}{\text{New False Salary Rate}}$$

STEP 7: Changing only the **Salary Rate** field on the IDLS Calculator screen, enter the **Unreduced Salary** and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #3**. Press the PF 3 key to return to the IDLS Input Screen.

STEP 8: Enter the Gross Full Net amount shown on **Screen #1** and subtract the Gross Regular Net shown on **Screen #2**, then subtract the Gross IDL 2/3 Net shown on **Screen #3**. This equals the Supplementation Gross Net amount.

$$\text{Gross Full Net (Screen \#1)} - \text{Gross Regular Net (Screen \#2)} - \text{Gross IDL 2/3 Net (Screen \#3)} = \text{Supplementation Gross Net}$$

STEP 9: Enter the Supplementation Gross Net amount from Step 8 and divide by the Withholding Factor shown on **Screen #3** to determine the Gross for Full Supplementation amount.

$$\frac{\text{Supplementation Gross Net}}{\text{Withholding Factor (Screen \#3)}} = \text{Full Supplementation Gross}$$

STEP 10: Enter the Full Supplementation Gross amount from Step 9 and divide by the Hourly Rate Used For Calculation shown on **Screen #3** to determine the Leave Credits Required for Full Supplementation. Round to a full hour increment.

$$\frac{\text{Full Supplementation Gross}}{\text{Hourly Rate Used for Calculation (Screen \#3)}} = \text{Leave Credits Required for Full Supplementation} \text{ round to } \text{Full Hours}$$

EXAMPLE
IDL WORKSHEET #2
REGULAR PAY, FULL AND 2/3's IDL IN THE SAME PAY PERIOD WITH FULL SUPPLEMENTATION
 (Refer to PPM Section L 002 - IDLS Calculator Exceptions Before Completing the IDL Worksheet)

Pay Period: 01/04 Number of Hours in Pay Period (168 or 176): 176 Unreduced Salary: 4155.00

Reduced Salary: 3957.64 # of Regular Hours Worked: 32 # of Full IDL Hours Approved: 16

of 2/3 IDL Hours Approved: 128

Allow five places to the right of the decimal.

STEP 1 Enter the **Reduced PLP Salary** amount and divide by the **Number of Hours in Pay Period**. Multiply the result (Hourly Salary Rate) by the **Number of Regular Hours Worked** to determine the Regular Pay Gross.

$$\begin{array}{rclclclcl} \underline{\$3957.64} & \div & \underline{176} & = & \underline{\$22.48659} & \times & \underline{32} & = & \underline{\$719.57} \\ \text{Reduced PLP} & & \text{\# of Hours in P.P.} & & \text{Hourly Salary Rate} & & \text{\# of Regular Hours} & & \text{Regular Pay Gross} \\ \text{Salary} & & & & & & \text{Worked} & & \end{array}$$

STEP 2: Enter the **Unreduced Salary** amount and divide by the **Number of Hours in Pay Period**. Multiply the result (Hourly Salary Rate) by the **Number of Full IDL Hours Approved** to determine the Full IDL Gross amount.

$$\begin{array}{rclclclcl} \underline{\$4155.00} & \div & \underline{176} & = & \underline{\$23.60795} & \times & \underline{16} & = & \underline{\$377.73} \\ \text{Unreduced Salary} & & \text{\# of Hours in P.P.} & & \text{Hourly Salary Rate} & & \text{\# of Full IDL Hours} & & \text{Full IDL Gross} \end{array}$$

STEP 3: Enter the **Unreduced Salary** amount and divide by the **Number of Hours in Pay Period**. Multiply the result (Hourly Salary Rate) by the **Number of 2/3 IDL Hours Approved** to determine the 2/3 IDL Gross amount.

$$\begin{array}{rclclclcl} \underline{\$4155.00} & \div & \underline{176} & = & \underline{\$23.60795} & \times & \underline{128} & = & \underline{\$3021.82} \\ \text{Unreduced Salary} & & \text{\# of Hours in P.P.} & & \text{Hourly Salary Rate} & & \text{\# of 2/3 IDL Hours} & & \text{2/3 IDL Gross} \\ & & & & & & \text{Approved} & & \end{array}$$

STEP 4: Enter the Regular Pay Gross from Step 1 and add the Full IDL Gross from Step 2 and add the 2/3 IDL Gross from Step 3. This equals the new Maximum Gross for the Pay Period.

$$\begin{array}{rclclcl} \underline{\$719.57} & + & \underline{377.73} & + & \underline{\$3021.82} & = & \underline{\$4119.12} \\ \text{Regular Pay Gross} & & \text{Full IDL Gross} & & \text{2/3 IDL Gross} & & \text{Maximum Gross for the Pay Period} \end{array}$$

STEP 5: Access the IDLS Calculator. Enter the new Maximum Gross for Pay Period from Step 4 as the Salary Rate and complete the rest of the fields until you get to **TIME FOR:** heading. Combine the total hours for Regular pay and Full IDL and enter the sum in the **REGULAR PAY** field. Enter the 2/3 IDL hours in the **IDL 2/3 PAY** field, then press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #1**. Press the PF3 key to return to the IDLS Calculator screen.

STEP 6: Add the Regular Pay Gross (Step 1) and the Full IDL Gross (Step 2) to create a False Salary Rate. Multiply the False Salary Rate by the number of hours in the pay period. Divide the product by the combined total of Regular and Full IDL hours. Changing only the **Salary Rate** field on the IDLS Calculator screen, enter the **New False Salary Rate** in the Salary Rate and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #2**. Press the PF3 key to return to the IDLS Calculator screen.

$$\begin{array}{rclclclclcl} \underline{\$719.57} & + & \underline{\$377.73} & = & \underline{\$1097.30} & \times & \underline{176} & = & \underline{\$193,124.80} & \div & \underline{48} & = & \underline{\$4023.43} \\ \text{Reg. Pay Gross} & & \text{Full IDL Gross} & & \text{False Salary Rate} & & \text{\# of Hours in PP} & & & & \text{Regular \& Full IDL Hours} & & \text{New False Salary Rate} \end{array}$$

STEP 7: Changing only the **Salary Rate** field on the IDLS Calculator screen, enter the **Unreduced Salary** and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #3**. Press the PF 3 key to return to the IDLS Input Screen.

STEP 8: Enter the Gross Full Net amount shown on **Screen #1** and subtract the Gross Regular Net shown on **Screen #2**, then subtract the Gross IDL 2/3 Net shown on **Screen #3**. This equals the Supplementation Gross Net amount.

$$\begin{array}{rclclcl} \underline{\$3146.14} & - & \underline{\$958.44} & - & \underline{\$2014.55} & = & \underline{\$173.15} \\ \text{Gross Full Net} & & \text{Gross Regular Net} & & \text{Gross IDL 2/3 Net} & & \text{Supplementation Gross Net} \\ \text{(Screen \#1)} & & \text{(Screen \#2)} & & \text{(Screen \#3)} & & \end{array}$$

STEP 9: Enter the Supplementation Gross Net amount from Step 8 and divide by the Withholding Factor shown on **Screen #3** to determine the Gross for Full Supplementation amount.

$$\begin{array}{rclcl} \underline{\$173.15} & \div & \underline{.6135} & = & \underline{\$282.23} \\ \text{Supplementation Gross Net} & & \text{Withholding Factor} & & \text{Full Supplementation Gross} \\ & & \text{(Screen \#3)} & & \end{array}$$

STEP 10: Enter the Full Supplementation Gross amount from Step 9 and divide by the Hourly Rate Used For Calculation shown on **Screen #3** to determine the Leave Credits Required for Full Supplementation. Round to a full hour increment.

$$\begin{array}{rclcl} \underline{\$282.23} & \div & \underline{\$23.60795} & = & \underline{11.95487} \text{ round to } \underline{12} \\ \text{Full Supplementation Gross} & & \text{Hourly Rate Used for} & & \text{Leave Credits Required} \\ & & \text{Calculation (Screen \#3)} & & \text{for Full Supplementation} & & \text{Full Hours} \end{array}$$

ISCF010

IDL SUPPLEMENTATION CALCULATOR
EMPLOYEE INFORMATION03/18/04
14:31:19

SALARY INFORMATION

SALARY RATE : 4119.12
PAY FREQUENCY (M, S OR B) : MSALARY PER (M OR H) : M
DAYS IN PAY PERIOD : 22

RETIREMENT/SOC SEC INFORMATIUON

RETIREMENT ACCOUNT CODE : 24
APPLY EXCLUSION AMT (Y/N) :
(FOR SEMIMONTHLY ONLY)PAY PERIOD : 01 / 2004
(MM CCYY)

FEDERAL/STATE TAX INFORMATION

FEDERAL FILING STATUS : M
STATE FILING STATUS : S
ADD'TNL STATE ALLOWANCES :TOTAL FED EXEMPTIONS : 0
REG STATE ALLOWANCES : 0
TAX MONTH AND YEAR : 02 / 2004
(MM CCYY)

TIME FOR:

DAYS

HOURS

REGULAR PAY : 6
IDL FULL PAY :
IDL 2/3 PAY : 16

COMMAND => CALCULATE=ENTER REFRESH=PF4 PRINT=PF12 EXIT=CLEAR

Page: 1

Document Name:

Untitled

SCREEN #1 (STEP 5)

ISCF020	IDL SUPPLEMENTATION CALCULATOR			03/18/04
PDPD	CALCULATED INFORMATION			14:32:11
	FULL NET	REGULAR	IDL FULL	IDL 2/3
GROSS	4119.12	1123.40		1997.15
RETIREMENT				
SOCIAL SECURITY	255.39	69.65		
MEDICARE	59.73	16.29		
FEDERAL TAX	458.28	45.67		
STATE TAX	199.58	12.38		
GROSS NET	3146.14	979.41		1997.15
HOURLY RATE USED FOR CALCULATION: 23.40409				
SUPPLEMENTATION GROSS NET:	169.58	DIVIDED BY	.6135 =	276.41
GROSS FOR FULL SUPPLEMENTATION	276.41			
LEAVE CREDIT HOURS REQUIRED FOR FULL SUPPLEMENTATION:				12.00
COMMAND =>	LAST=PF3	PRINT=PF12	EXIT=CLEAR	

ISCF010		IDL SUPPLEMENTATION CALCULATOR		03/18/04	
		EMPLOYEE INFORMATION		14:31:19	
SALARY INFORMATION					
SALARY RATE		: 4023.43	SALARY PER (M OR H)		: M
PAY FREQUENCY (M, S OR B)		: M	DAYS IN PAY PERIOD		: 22
RETIREMENT/SOC SEC INFORMATIUON					
RETIREMENT ACCOUNT CODE		: 24	PAY PERIOD		: 01 / 2004
APPLY EXCLUSION AMT (Y/N)		:			(MM CCYY)
(FOR SEMIMONTHLY ONLY)					
FEDERAL/STATE TAX INFORMATION					
FEDERAL FILING STATUS		: M	TOTAL FED EXEMPTIONS		: 0
STATE FILING STATUS		: S	REG STATE ALLOWANCES		: 0
ADD'TNL STATE ALLOWANCES		:	TAX MONTH AND YEAR		: 02 / 2004
					(MM CCYY)
(MM CCYY TIME FOR:		DAYS	HOURS		
REGULAR PAY		: 6			
IDL FULL PAY		:			
IDL 2/3 PAY		: 16			
COMMAND => CALCULATE=ENTER REFRESH=PF4 PRINT=PF12 EXIT=CLEAR					

Page: 1

Document Name:

Untitled

SCREEN #2 (STEP 6)

ISCF020	IDL SUPPLEMENTATION CALCULATOR			03/18/04
PDPD	CALCULATED INFORMATION			14:32:11
	FULL NET	REGULAR	IDL FULL	IDL 2/3
GROSS	4023.43	1097.30		1950.75
RETIREMENT				
SOCIAL SECURITY	249.45	68.03		
MEDICARE	58.34	15.91		
FEDERAL TAX	443.93	43.06		
STATE TAX	190.68	11.86		
GROSS NET	3081.03	958.44		1950.75
HOURLY RATE USED FOR CALCULATION: 22.86040				
SUPPLEMENTATION GROSS NET:	171.84	DIVIDED BY	.6135	= 280.10
GROSS FOR FULL SUPPLEMENTATION	280.10			
LEAVE CREDIT HOURS REQUIRED FOR FULL SUPPLEMENTATION:				12.00
COMMAND =>	LAST=PF3	PRINT=PF12	EXIT=CLEAR	

ISCF010

IDL SUPPLEMENTATION CALCULATOR
EMPLOYEE INFORMATION

03/18/04
14:31:19

SALARY INFORMATION

SALARY RATE	: 4155	SALARY PER (M OR H)	: M
PAY FREQUENCY (M, S OR B)	: M	DAYS IN PAY PERIOD	: 22

RETIREMENT/SOC SEC INFORMATIUON

RETIREMENT ACCOUNT CODE	: 24	PAY PERIOD	: 01 / 2004
APPLY EXCLUSION AMT (Y/N)	:		(MM CCYY)
(FOR SEMIMONTHLY ONLY)			

FEDERAL/STATE TAX INFORMATION

FEDERAL FILING STATUS	: M	TOTAL FED EXEMPTIONS	: 0
STATE FILING STATUS	: S	REG STATE ALLOWANCES	: 0
ADD'TNL STATE ALLOWANCES	:	TAX MONTH AND YEAR	: 02 / 2004
			(MM CCYY)

(MM CCYY TIME FOR:	DAYS	HOURS
REGULAR PAY	: 6	
IDL FULL PAY	:	
IDL 2/3 PAY	: 16	

COMMAND => CALCULATE=ENTER REFRESH=PF4 PRINT=PF12 EXIT=CLEAR

Page: 1

Document Name:

Untitled

SCREEN #3 (STEP 7)

ISCF020	IDL SUPPLEMENTATION CALCULATOR			03/18/04
PDPD	CALCULATED INFORMATION			14:32:11
	FULL NET	REGULAR	IDL FULL	IDL 2/3
GROSS	4155.00	1133.18		2014.55
RETIREMENT				
SOCIAL SECURITY	257.61	70.26		
MEDICARE	60.25	16.43		
FEDERAL TAX	463.67	46.65		
STATE TAX	202.92	12.58		
GROSS NET	3170.55	987.26		2014.55
HOURLY RATE USED FOR CALCULATION:	23.60795			
SUPPLEMENTATION GROSS NET:	168.74	DIVIDED BY	.6135	= 275.04
GROSS FOR FULL SUPPLEMENTATION	275.04			
LEAVE CREDIT HOURS REQUIRED FOR FULL SUPPLEMENTATION:	12.00			
COMMAND =>	LAST=PF3	PRINT=PF12	EXIT=CLEAR	

ENDI WORKSHEET # 1
ENDI Benefits Only – No Supplementation

1. Pay Period: _____
2. Unreduced Monthly Salary Rate at Inception of Injury: _____
3. Number of Workdays in the Pay Period: _____
4. Number of NDI Calendar Days Approved: _____

Allow five places to the right of the decimal.

Step 1: Enter the **Unreduced Monthly Salary Rate** and divide by 173.33 average hours in a pay period. Add .005 to the result (Average Hourly Rate) to determine the rounded Average Hourly Rate.

$$\begin{array}{ccccccc} \$ & + & 173.33 & = & + & .005 & = \$ & = & \$ \\ \text{Unreduced Monthly} & & & & \text{Average Hourly} & & \text{Rounds} & & \text{Avg. Hourly Rate} \\ \text{Salary Rate} & & & & \text{Rate} & & & & \text{(two places to the right of} \\ & & & & & & & & \text{the decimal)} \end{array}$$

Step 2: Enter the Average Hourly Rate from Step A and multiply by 40. Multiply the result (Weekly Rate) by .50. Divide the result (50% of Weekly Wages) by 7 days per week to determine the ENDI Daily Rate.

$$\begin{array}{ccccccc} \$ & \times & 40 & = \$ & \times & .50 & = \$ & + & 7 & = \$ \\ \text{Average Hourly} & & & & \text{Weekly Rate} & & \text{50\% of Weekly Wages} & & & \text{ENDI Daily Rate} \\ \text{Rate} & & & & & & & & & \end{array}$$

Step 3: Enter the ENDI Daily Rate amount from Step B and multiply by the **Number of NDI Calendar Days Approved**.

$$\begin{array}{ccccccc} \$ & \times & & = & \$ & = & \$ \\ \text{ENDI Daily Rate} & & \text{\# of NDI Calendar} & & & & \text{ENDI Gross} \\ & & \text{Days Approved} & & & & \text{(two places to the right of} \\ & & & & & & \text{the decimal)} \end{array}$$

NOTES:

ENDI EXAMPLE WORKSHEET # 1
ENDI Benefits Only – No Supplementation

- 1. Pay Period: 01/04
- 2. Unreduced Monthly Salary Rate at Inception of Injury:\$4155.00
- 3. Number of Workdays in the Pay Period: 22 (176 hours)
- 4. Number of NDI Calendar Days Approved: 31

Allow five places to the right of the decimal.

Step 1: Enter the **Unreduced Monthly Salary Rate** and divide by 173.33 average hours in a pay period. Add .005 to the result (Average Hourly Rate) to determine the rounded Average Hourly Rate.

\$4155.00

Unreduced Monthly Salary Rate

+

173.33

Average Hourly Rate

=

\$23.97161

Average Hourly Rate

+

.005

Rounds

=

\$23.97661

Average Hourly Rate

=

\$23.97

Avg. Hourly Rate (two places to the right of the decimal)

Step 2: Enter the Average Hourly Rate from Step A and multiply by 40. Multiply the result (Weekly Rate) by .50. Divide the result (50% of Weekly Wages) by 7 days per week to determine the ENDI Daily Rate.

\$23.97

Average Hourly Rate

X

40

=

\$ 958.80

Weekly Rate

X

.50

50% of Weekly Wages

=

\$ 479.40

50% of Weekly Wages

+

7

=

\$ 68.48571

ENDI Daily Rate

Step 3: Enter the ENDI Daily Rate amount from Step B and multiply by the **Number of NDI Calendar Days Approved**.

\$ 68.48571

ENDI Daily Rate

X

31

of NDI Calendar Days Approved

=

\$ 2123.057

=

\$2123.05

ENDI Gross (two places to the right of the decimal)

NOTES:

NDI WORKSHEET #2

REGULAR PAY & NDI WITH 100% SUPPLEMENTATION DURING THE DISABILITY PERIOD

Pay Period: _____ Number of Hours in the Pay Period (168 or 176) _____

Unreduced Salary Rate: _____ Reduced PLP Salary Rate: _____

PLP Monthly Amount*: _____ # of NDI Calendar Days Approved: _____

of Regular Hours Worked: _____

“Use NDI Worksheet #1 to Compute the ENDI Benefit Gross”

Allow five places to the right of the decimal.

STEP 1: Enter the **Reduced PLP Salary Rate** and divide by the **Number of Hours in the Pay Period**. Multiply the result (Hourly Rate) by the **Number of Regular Hours Worked** to determine the Hours Worked Gross. Round this amount to determine the Reduced Regular Pay Gross.

$$\begin{array}{ccccccc} \$ & \div & = & \$ & \times & = & \$ \\ \text{Reduced PLP} & \text{\# Hrs. in Pay} & \text{Hourly} & \text{\# Reg. Hrs.} & \text{Hrs. Wrkd.} & \text{Round to} & \text{Reduced Reg.} \\ \text{Salary Rate} & \text{Period} & \text{Rate} & \text{Worked} & \text{Gross} & & \text{Pay Gross} \end{array}$$

STEP 1A: Only if applicable.* * Compute the gross for the Holiday(s) pay that fall during the disability period (not subject to PLP) of the pay period by entering the **Unreduced Salary Rate** and dividing by the **# of Hours in the Pay Period**. Multiply the result (Hourly Rate) by the number of Holiday Hours. Round the result to determine the Holiday Gross amount.

$$\begin{array}{ccccccc} \$ & \div & = & \$ & \times & = & \$ \\ \text{Unreduced} & \text{\# Hrs. in Pay} & \text{Hourly} & \text{Holiday} & \text{Holiday} & \text{Round to} & \text{Holiday Gross} \\ \text{Salary Rate} & \text{Period} & \text{Rate} & \text{Hours} & \text{Gross} & & \end{array}$$

STEP 2: Enter the **PLP Monthly Amount** and divide by the number of hours in the pay period. Multiply the result (Hourly PLP Rate) by the **Number of Regular Hours Worked**, which equals the **Prorated PLP Amount** for the regular pay issued.

$$\begin{array}{ccccccc} \$ & \div & = & \$ & \times & = & \$ \\ \text{PLP Amount} & \text{\# Hrs. in Pay} & \text{Hourly PLP} & \text{\# Reg. Hrs.} & & & \text{Prorated PLP} \\ & \text{Period} & \text{Rate} & \text{Worked} & & & \text{Amount} \end{array}$$

STEP 3: Enter the **Unreduced Salary** and subtract the **Prorated PLP Amount** from Step B. This equals the Maximum Gross for the Pay Period.

$$\begin{array}{ccccc} \$ & - & \$ & = & \$ \\ \text{Unreduced} & & \text{Prorated} & & \text{Maximum Gross} \\ \text{Salary} & & \text{PLP Amount} & & \text{for the Pay Period} \end{array}$$

STEP 4: Enter the Maximum Gross for the Pay Period from Step C and subtract the Reduced Regular Pay Gross from Step A and if applicable, the Holiday Gross from Step A1 and the **ENDI Gross** from the NDI Worksheet #1 to determine Supplementation Gross amount. **If the Supplementation Gross equals a negative, reduce the ENDI Gross by the negative amount so that the total does not exceed the Maximum Gross for the pay period.**

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & - & \$ & \underline{\hspace{2cm}} & - & \$ & \underline{\hspace{2cm}} & - & ^1\$ & \underline{\hspace{2cm}} & = & \$ & \underline{\hspace{2cm}} \\ \text{Maximum Gross} & & & \text{Reduced Reg.} & & & \text{Holiday Gross} & & & & \text{ENDI Gross} & & & \text{Supplementation} \\ \text{for Pay Period} & & & \text{Pay Gross} & & & \text{(If applicable)} & & & & & & & \text{Gross} \end{array}$$

STEP 5: Enter the **Unreduced Monthly Salary Rate** and divide by the **Number of Hours in the Pay Period**. Round the result to determine the Supplementation Hourly Rate.

$$\frac{\$ \text{Unreduced Monthly Salary Rate}}{\# \text{ Hrs. in P.P.}} = \$ \text{Supplementation Hourly Rate} \quad \text{Round To} \quad \$ \text{Supplementation Hourly Rate}$$

STEP 6: Enter the Supplementation Gross from Step D and divide by the Supplementation Hourly Rate from Step E. Convert the Supplementation Hours result to Days and/or Hours (round to full hour increment).

$$\frac{\$ \text{Supplementation Gross}}{\$ \text{Supplementation Hourly Rate}} = \frac{\text{Supplementation Hours}}{\text{Days} / \text{Hours}}$$
TOTAL PAY DUE THE EMPLOYEE:

Reduced Regular Pay Gross (Step A)		<hr/>
Holiday Gross (If applicable, Step A1)	+	<hr/>
ENDI Gross (NDI Wrksht #1)	+	<hr/>
Supplementation Gross (100%, Step D)	+	<hr/>
Maximum Gross For the Pay Period (Step C)	=	<hr/>

NOTES:

Charge the Employee _____ hours of leave credits for supplementation. Employee earns full credits toward state service and Annual Leave. Employee earns a prorated amount of PLP for the regular pay worked.*** Be sure to check the Leave Accounting System to ascertain that the correct amount has been posted. If not, the Leave Accounting System must be manually updated.

*PLP Monthly Amount – percent of base pay salary reduction that is shown as Earnings ID 8PLP or 8PL6 on the PAR.

****** If there is a HOLIDAY during the disability period, it is compensated as regular pay based on the Unreduced Salary and is not subject to the PLP. When documenting the STD. 674d, list the holiday pay separately from the regular pay.

***See DPA's PML # 2003-046 for prorated PLP amounts.

NDI EXAMPLE WORKSHEET #2

REGULAR PAY & NDI WITH 100% SUPPLEMENTATION DURING THE DISABILITY PERIOD

Pay Period: 01/04 Number of Hours in the Pay Period (168 or 176) 176Unreduced Salary Rate: \$4155.00 Reduced PLP Salary Rate: \$3957.64PLP Monthly Amount*: \$197.36 I Calendar Days Approved: 31# of Regular Hours Worked: 10*"Use NDI Worksheet #1 to Compute the ENDI Benefit Gross"*

Allow five places to the right of the decimal.

STEP 1: Enter the **Reduced PLP Salary Rate** and divide by the **Number of Hours in the Pay Period**. Multiply the result (Hourly Rate) by the **Number of Regular Hours Worked** to determine the Hours Worked Gross. Round this amount to determine the Reduced Regular Pay Gross.

<u>\$3957.64</u>	÷	<u>176</u>	=	<u>\$ 22.48659</u>	X	<u>10</u>	=	<u>\$224.86590</u>	=	<u>\$224.87</u>
Reduced PLP Salary Rate		# Hrs. in Pay Period		Hourly Rate		# Reg. Hrs. Worked		Hrs. Wrkd. Gross	<i>Round to</i>	Reduced Reg. Pay Gross

STEP 1A: Only if applicable.* * Compute the gross for the Holiday(s) pay that fall during the disability period (not subject to PLP) of the pay period by entering the **Unreduced Salary Rate** and dividing by the **# of Hours in the Pay Period**. Multiply the result (Hourly Rate) by the number of Holiday Hours. Round the result to determine the Holiday Gross amount.

<u>\$4155.00</u>	÷	<u>176</u>	=	<u>23.60795</u>	X	<u>16</u>	=	<u>\$377.72726</u>	=	<u>\$377.73</u>
Unreduced Salary Rate		# Hrs. in Pay Period		Hourly Rate		Holiday Hours		Holiday Gross	<i>Round to</i>	Holiday Gross

STEP 2: Enter the **PLP Monthly Amount** and divide by the number of hours in the pay period. Multiply the result (Hourly PLP Rate) by the **Number of Regular Hours Worked**, which equals the **Prorated PLP Amount** for the regular pay issued.

<u>\$197.36</u>	÷	<u>176</u>	=	<u>\$1.12136</u>	X	<u>10</u>	=	<u>\$11.21</u>
PLP Amount		# Hrs. in Pay Period		Hourly PLP Rate		# Reg. Hrs. Worked		Prorated PLP Amount

STEP 3: Enter the **Unreduced Salary** and subtract the **Prorated PLP Amount** from Step B. This equals the Maximum Gross for the Pay Period.

<u>\$4155.00</u>	-	<u>\$11.21</u>	=	<u>\$4143.79</u>
Unreduced Salary		Prorated PLP Amount		Maximum Gross for the Pay Period

STEP 4: Enter the Maximum Gross for the Pay Period from Step C and subtract the Reduced Regular Pay Gross from Step A and if applicable, the Holiday Gross from Step A1 and the **ENDI Gross** from NDI Worksheet #1 to determine the Supplementation Gross amount. . **¹If the Supplementation Gross equals a negative, reduce the ENDI Gross by the negative amount so that the total does not exceed the Maximum Gross for the pay period.**

$$\begin{array}{r r r r r r} \$4143.79 & - & \$224.87 & - & \$377.73 & - & ^1\$2123.05 & = & \$1418.14 \\ \text{Maximum Gross} & & \text{Reduced Reg.} & & \text{Holiday Gross} & & \text{ENDI Gross} & & \text{Supplementation} \\ \text{for Pay Period} & & \text{Pay Gross} & & \text{(If applicable)} & & & & \text{Gross} \end{array}$$

STEP 5: Enter the **Unreduced Monthly Salary Rate** and divide by the **Number of Hours in the Pay Period**. Round the result to determine the Supplementation Hourly Rate.

$$\begin{array}{r r r r r r} \$4155.00 & \div & 176 & = & \$23.60795 & \text{Round To} & \$23.61 \\ \text{Unreduced Monthly} & & \text{\# Hrs. in P.P.} & & \text{Supplementation} & & \text{Supplementation} \\ \text{Salary Rate} & & & & \text{Hourly Rate} & & \text{Hourly Rate} \end{array}$$

STEP 6: Enter the Supplementation Gross from Step D and divide by the Supplementation Hourly Rate from Step E. Convert the Supplementation Hours result to Days and/or Hours (round to full hour increment).

$$\begin{array}{r r r r r r} \$1418.14 & \div & \$23.61 & = & 60.06 \text{ or } 60 & = & 7 & / & 4 \\ \text{Supplementation} & & \text{Supplementation} & & \text{Supplementation Hours} & & \text{Days} & & \text{Hours} \\ \text{Gross} & & \text{Hourly Rate} & & & & & & \end{array}$$

TOTAL PAY DUE THE EMPLOYEE:

Reduced Regular Pay Gross (Step A)		\$ <u>224.87</u>
Holiday Gross (If applicable, Step A1)	+	\$ <u>377.73</u>
ENDI Gross (NDI Wrksht #1)	+	<u>\$2123.05</u>
Supplementation Gross (100%, Step D)	+	<u>\$1418.14</u>
Maximum Gross For the Pay Period (Step C)	=	<u>\$4143.79</u>

NOTES:

Charge the Employee 60 hours of leave credits for supplementation. Employee earns full credits toward state service and Annual Leave. Employee earns a prorated amount of PLP for the regular pay worked.*** Be sure to check the Leave Accounting System to ascertain that the correct amount has been posted. If not, the Leave Accounting System must be manually updated.

*PLP Monthly Amount – percent of base pay salary reduction that is shown as Earnings ID 8PLP or 8PL6 on the PAR.

**If there is a HOLIDAY during the disability period, it is compensated as regular pay based on the Unreduced Salary and is not subject to the PLP. When documenting the STD. 674d, list the holiday pay separately from the regular pay.

***See DPA's PML # 2003-046 for prorated PLP amounts.

NDI WORKSHEET # 3

REGULAR PAY & NDI WITH 75% SUPPLEMENTATION DURING THE DISABILITY PERIOD

Pay Period: _____ Number of Hours in the Pay Period (168 or 176): _____

Unreduced Salary Rate: _____ Reduced PLP Salary Rate: _____

PLP Monthly Amount*: _____ # of NDI Calendar Days Approved: _____

of Regular Hours Worked: _____

"Use NDI Worksheet #1 to Compute the ENDI Benefit Gross"

Allow five places to the right of the decimal.

STEP 1: Enter the **Reduced PLP Salary Rate** and divide by the **Number of Hours in the Pay Period**. Multiply the result (Hourly Rate) by the **Number of Regular Hours Worked** to determine the Hours Worked Gross. Round this amount to determine the Reduced Regular Pay Gross.

$$\begin{array}{ccccccc} \$ & \div & = & \$ & \times & = & \$ \\ \text{Reduced PLP} & \text{\# Hrs. in Pay} & \text{Hourly} & \text{\# Reg. Hrs.} & \text{Hrs. Wrkd.} & \text{Round to} & \text{Reduced Reg.} \\ \text{Salary Rate} & \text{Period} & \text{Rate} & \text{Worked} & \text{Gross} & & \text{Pay Gross} \end{array}$$

STEP 1A: Only if applicable.* * Compute the gross for the Holiday(s) pay that fall during the disability period (not subject to PLP) of the pay period by entering the **Unreduced Salary Rate** and dividing by the **# of Hours in the Pay Period**. Multiply the result (Hourly Rate) by the number of Holiday Hours. Round the result to determine the Holiday Gross amount.

$$\begin{array}{ccccccc} \$ & \div & = & \$ & \times & = & \$ \\ \text{Unreduced} & \text{\# Hrs. in Pay} & \text{Hourly} & \text{Holiday} & \text{Holiday} & \text{Round to} & \text{Holiday Gross} \\ \text{Salary Rate} & \text{Period} & \text{Rate} & \text{Hours} & \text{Gross} & & \end{array}$$

STEP 2: Enter the **PLP Monthly Amount** and divide by the number of hours in the pay period. Multiply the result (Hourly PLP Rate) by the **Number of Regular Hours Worked**, which equals the **Prorated PLP Amount** for the regular pay issued.

$$\begin{array}{ccccccc} \$ & \div & = & \$ & \times & = & \$ \\ \text{PLP Amount} & \text{\# Hrs. in Pay} & \text{Hourly PLP} & \text{\# Reg. Hrs.} & & & \text{Prorated PLP} \\ & \text{Period} & \text{Rate} & \text{Worked} & & & \text{Amount} \end{array}$$

STEP 3: Enter the **Unreduced Salary** and subtract the **Prorated PLP Amount** from Step B. This equals the Maximum Gross for the Pay Period.

$$\begin{array}{ccccc} \$ & - & \$ & = & \$ \\ \text{Unreduced} & & \text{Prorated} & & \text{Maximum Gross} \\ \text{Salary} & & \text{PLP Amount} & & \text{for the Pay Period} \end{array}$$

STEP 4: Compute the 75% Reduced Gross by taking the Maximum Gross for the Pay Period from Step C and multiplying by .75.

$$\begin{array}{ccccc} \$ & \times & .75 & = & \$ \\ \text{Maximum Gross} & & & & \text{75\% Reduced Gross} \\ \text{for the Pay Period} & & & & \end{array}$$

$$\begin{array}{ccccccc} \$ & - & \$ & - & \$ & - & 1\$ \\ \hline \text{75\% Reduced} & & \text{Reduced Reg. Pay} & & \text{Holiday Gross} & & \text{ENDI Gross} \\ \text{Gross} & & \text{Gross} & & \text{(if applicable)} & & \\ & & & & & & \text{Supplementation} \\ & & & & & & \text{Gross} \end{array} = \$ \underline{\hspace{2cm}}$$

$$\frac{\$ \text{Unreduced Monthly Salary Rate}}{\# \text{ Hrs. in PP}} = \$ \text{Supplementation Hourly Rate} \quad \text{Round To} \quad \$ \text{Supplementation Hourly Rate}$$

$$\frac{\$ \text{Supplementation Gross}}{\$ \text{Supplementation Hourly Rate}} = \frac{\text{Supplementation Hours}}{\text{Days} / \text{Hours}}$$

Reduced Regular Pay Gross (Step A)		
Holiday Gross (If applicable, Step A1)	+	
ENDI Gross (Wrksht #1)	+	
Supplementation Gross (75%, Step E)	+	
Total Gross Pay for the PP 75% Reduced Gross (Step D)	=	

Charge the Employee _____ hours of leave credits for supplementation. Employee earns half credits toward state service and Annual Leave. Employee earns a prorated amount of PLP for the regular pay worked.*** Be sure to check the Leave Accounting System to ascertain that the correct amount has been posted. If not, the Leave Accounting System must be manually updated.

****** If there is a HOLIDAY during the disability period it is compensated as regular pay based on the unreduced wages and is not subject to PLP. When documenting the 674d, list the holiday separately from the regular pay.

*** See DPA's PML # 2003-046 for prorated PLP amounts.

NDI EXAMPLE WORKSHEET# 3

REGULAR PAY & NDI WITH 75% SUPPLEMENTATION DURING THE DISABILITY PERIOD

Pay Period: 01/04 Number of Hours in the Pay Period (168 or 176): 176Unreduced Salary Rate: \$4155.00 Reduced PLP Salary Rate: \$3957.64PLP Monthly Amount*: \$197.36 # of NDI Calendar Days Approved: 31# of Regular Hours Worked: 10*"Use NDI Worksheet #1 to Compute the ENDI Benefit Gross"*

Allow five places to the right of the decimal.

STEP 1: Enter the **Reduced PLP Salary Rate** and divide by the **Number of Hours in the Pay Period**. Multiply the result (Hourly Rate) by the **Number of Regular Hours Worked** to determine the Hours Worked Gross. Round this amount to determine the Reduced Regular Pay Gross.

<u>\$3957.64</u>	÷	<u>176</u>	=	<u>\$22.48659</u>	X	<u>10</u>	=	<u>\$224.86590</u>	=	<u>\$224.87</u>
Reduced PLP Salary Rate		# Hrs. in Pay Period		Hourly Rate		# Reg. Hrs. Worked		Hrs. Wrkd. Gross	<i>Round to</i>	Reduced Reg. Pay Gross

STEP 1A: Only if applicable.* * Compute the gross for the Holiday(s) pay that fall during the disability period (not subject to PLP) of the pay period by entering the **Unreduced Salary Rate** and dividing by the **# of Hours in the Pay Period**. Multiply the result (Hourly Rate) by the number of Holiday Hours. Round the result to determine the Holiday Gross amount.

<u>\$4155.00</u>	÷	<u>176</u>	=	<u>\$23.60795</u>	X	<u>16</u>	=	<u>\$377.72726</u>	=	<u>\$377.73</u>
Unreduced Salary Rate		# Hrs. in Pay Period		Hourly Rate		Holiday Hours		Holiday Gross	<i>Round to</i>	Holiday Gross

STEP 2: Enter the **PLP Monthly Amount** and divide by the number of hours in the pay period. Multiply the result (Hourly PLP Rate) by the **Number of Regular Hours Worked**, which equals the **Prorated PLP Amount** for the regular pay issued.

<u>\$197.36</u>	÷	<u>176</u>	=	<u>\$1.12136</u>	X	<u>10</u>	=	<u>\$11.21</u>
PLP Amount		# Hrs. in Pay Period		Hourly PLP Rate		# Reg. Hrs. Worked		Prorated PLP Amount

STEP 3: Enter the **Unreduced Salary** and subtract the **Prorated PLP Amount** from Step B. This equals the Maximum Gross for the Pay Period.

<u>\$4155.00</u>	-	<u>\$11.21</u>	=	<u>\$4143.79</u>
Unreduced Salary		Prorated PLP Amount		Maximum Gross for the Pay Period

STEP 4: Compute the 75% Reduced Gross by taking the Maximum Gross for the Pay Period from Step C and multiplying by .75.

<u>\$4143.79</u>	X	<u>.75</u>	=	<u>\$3107.84</u>
Maximum Gross for the Pay Period				75% Reduced Gross

STEP 5: Enter the 75% Reduced Gross from Step D and subtract the Reduced Regular Pay Gross from Step A and if applicable, the Holiday Gross from Step A1 and the **ENDI Gross** from NDI Worksheet #1 to determine the Supplementation Gross amount. **¹If the Supplementation Gross equals a negative, reduce the ENDI Gross so that the total does not exceed 75% Reduced Gross for the pay period.**

$$\begin{array}{r r r r r r r} \underline{\$3107.84} & - & \underline{\$224.87} & - & \underline{\$377.73} & - & \underline{^1\$2123.05} & = & \underline{\$382.19} \\ \text{75\% Reduced} & & \text{Reduced Reg. Pay} & & \text{Holiday Gross} & & \text{ENDI Gross} & & \text{Supplementation} \\ \text{Gross} & & \text{Gross} & & \text{(if applicable)} & & & & \text{Gross} \end{array}$$

STEP 6: Enter the **Unreduced Monthly Salary Rate** and divide by the **Number of Hours in the Pay Period**. Round the result to determine the Supplementation Hourly Rate.

$$\begin{array}{r r r r r r r} \underline{\$4155.00} & \div & \underline{176} & = & \underline{\$23.60795} & \text{Round To} & \underline{\$23.61} \\ \text{Unreduced Monthly} & & \text{\# Hrs. in PP} & & \text{Supplementation} & & \text{Supplementation} \\ \text{Salary Rate} & & & & \text{Hourly Rate} & & \text{Hourly Rate} \end{array}$$

STEP 7: Enter the Supplementation Gross from Step E and divide by the Supplementation Hourly Rate from Step F. Convert the Supplementation Hours result to Days and/or Hours (round to full hour increment).

$$\begin{array}{r r r r r r r} \underline{\$382.19} & \div & \underline{\$23.61} & = & \underline{16.18 \text{ or } 16} & = & \underline{2} / \underline{0} \\ \text{Supplementation} & & \text{Supplementation} & & \text{Supplementation Hours} & & \text{Days} \quad \text{Hours} \\ \text{Gross} & & \text{Hourly Rate} & & & & \end{array}$$

TOTAL PAY DUE THE EMPLOYEE:

Reduced Regular Pay Gross (Step A)		<u>\$224.87</u>
Holiday Gross (If applicable, Step A1)	+	<u>\$377.73</u>
ENDI Gross (Wrksht #1)	+	<u>\$2123.05</u>
Supplementation Gross (75%, Step E)	+	<u>\$382.19</u>
Total Gross Pay for the PP 75% Reduced Gross (Step D)	=	<u>\$3107.84</u>

NOTES:

Charge the Employee 16 hours of leave credits for supplementation. Employee earns half credits toward state service and Annual Leave. Employee earns a prorated amount of PLP for the regular pay worked.*** Be sure to check the Leave Accounting System to ascertain that the correct amount has been posted. If not, the Leave Accounting System must be manually updated.

* PLP Monthly Amount – percent of base pay salary reduction that is shown as Earnings ID 8PLP or 8PL6 on the PAR.

** If there is a HOLIDAY during the disability period it is compensated as regular pay based on the unreduced wages and is not subject to PLP. When documenting the 674d, list the holiday separately from the regular pay.

*** See DPA's PML # 2003-046 for prorated PLP amounts.